



**DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS**  
**District of Columbia Government**  
**Corporations Division**

**TN-1 Trade Name Registration Form. Version 3, April 2013.**

Use this form to register your trade name. If entity (exception – sole-proprietor and non-filing entities) will own the trade name, said entity must be in good standing before filing this form.

Trade name may not contain the true and real name of persons conducting the business, the words, phrases or abbreviations indicating the type of entity (ex., LLC, Inc., etc.), sexually explicit words or terms and the words “bank”, “banking”, “credit union” and “insurance”.

**ENTITY TYPE**

All entities; Initial Trade Name Registration.

**FILING FEE**

Refer to Corporate Fee Schedule posted online;

**Under the provisions of the Title 29 of D.C. Code (Business Organizations Act) and Title 47 Chapter 28, the entity identified below hereby applies for a Certificate of Trade Name Registration and for that purpose submits the following statement:**

1. Name of Individual or Entity, using the trade name:

2. Business Email:

3. Proposed Trade Name:

4. Type of Entity:

5. Name and street address of authorized official:

TITLE	NAME	ADDRESS

Sole proprietors and non-filing entity types: answer questions 6 & 7.

6. Complete Business Address:

7. Registered Agent's name and address in the District Columbia.

8. Name of the Governor or Authorized Person.

8A. Signature of the Governor or Authorized Person.

**If you sign this application, you agree that you understand that anyone who makes a false statement anywhere on it can be punished by criminal penalties of a fine up to \$1000, imprisonment up to 180 days, or both, under DCOC § 22-2405.**

**Mail all forms and required payment to:**

Department of Consumer and Regulatory Affairs  
Corporations Division  
PO Box 92300  
Washington, DC 20090  
Phone: (202) 442-4400

**Corporate Online Services Information:**

Many corporate filings are available by using CorpOnline Service. Go to CorpOnline site at <https://corp.dhra.dc.gov>, create the profile, access the online services main page and proceed. Online filers must pay by using the credit card.

Please check [dcra.dc.gov](https://dcra.dc.gov) to view organizations required to register, to search business names, to get step-by-step guidelines to register an organization, to search registered organizations, and to download forms and documents. Just click on “Corporate Registrations.”



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**TN-2 Trade Name Renewal Form**  
**Version 3, April 2013.**

Use this form to renew your existing trade name. If entity (exception – sole-proprietor) owns the trade name, said entity must be in good standing before filing this form. Trade name expires two years after its initial registration.

ENTITY TYPE	FILING FEE
All entities; Trade Name Renewal	Refer to Corporate Fee Schedule posted online;

**Under the provisions of the Title 29 of D.C. Code (Business Organizations Act) and Title 47 Chapter 28, the entity identified below hereby applies for a Trade Name Renewal and for that purpose submits the following statement:**

1. Name of Individual or Entity, using the trade name:

2. Existing Trade Name: (give registration # if known)

3. Trade Name Expiration Date:

4. Name of the Governor or Authorized Person.

4A. Signature of the Governor or Authorized Person.

**If you sign this application, you agree that you understand that anyone who makes a false statement anywhere on it can be punished by criminal penalties of a fine up to \$1000, imprisonment up to 180 days, or both, under DCOC § 22-2405.**

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**TN-3 Trade Name Cancellation Form**  
**Version 3, April 2013.**

Use this form to cancel your trade name. Trade name cancellation effective date is the date of filing of this form.

ENTITY TYPE	FILING FEE
All entities; Trade Name Cancellation	Refer to Corporate Fee Schedule posted online;

**Under the provisions of the Title 29 of D.C. Code (Business Organizations Act) and Title 47 Chapter 28, the entity identified below hereby applies for a Certificate of Trade Name Cancellation and for that purpose submits the following statement:**

1. Name of Individual or Entity, using the trade name:

2. Existing Trade Name: (give registration # if known)

3. Date of original registration:

4. Name of the Governor or Authorized Person.

4A. Signature of the Governor or Authorized Person.

**If you sign this application, you agree that you understand that anyone who makes a false statement anywhere on it can be punished by criminal penalties of a fine up to \$1000, imprisonment up to 180 days, or both, under DCOC § 22-2405.**

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**TN-4 Trade Name Amendment Form**  
**Version 3, April 2013.**

Use this form to amend the following information on your trade name: ownership (new owner must be registered and in good Standing) or address change or registered agent change (sole-proprietors and other non-filing entities only) or trade name change.

ENTITY TYPE	FILING FEE
All entities; Trade Name Amendment	Refer to Corporate Fee Schedule posted online;

**Under the provisions of the Title 29 of D.C. Code (Business Organizations Act) and Title 47 Chapter 28, the entity identified below hereby applies for a Certificate of Trade Name Amendment and for that purpose submits the following statement:**

1. Name of Individual or Entity, using the trade name:

2. Existing Trade Name: (give registration # if known)

3. Date of original registration:

4. The following amendments are made to the initial application for registration:

5. Name of the Governor or Authorized Person.

5A. Signature of the Governor or Authorized Person.

**If you sign this application, you agree that you understand that anyone who makes a false statement anywhere on it can be punished by criminal penalties of a fine up to \$1000, imprisonment up to 180 days, or both, under DCOC § 22-2405.**

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